

# Memorandum

TO : Chief, Logistics Services Division

DATE: 3 June 1963

FROM : Deputy Chief, Mail and Courier Branch

SUBJECT: Monthly Activity Report - Mail and Courier Branch

## 1. GENERAL

### a. Special Services Provided by the Mail and Courier Branch.

The Mail and Courier Branch received and serviced 1617 requests for special service during the month of May 1963. 293 of these requests were incorporated into regularly scheduled runs.

### b. Publishing of Mail and Courier Branch Scheduled Runs.

25X1A [REDACTED] dated 29 April 1963 was released during the first week of May 1963. This notice details the arrival and departure times of the Mail and Courier Branch's scheduled runs and should eliminate the need for some of the requests for special service.

### b. Operation of Conveyor and Tube Systems.

The maximum capability of the tube system is still not being fully utilized through all three systems are in full operation.

The A system received 57,483 carriers.

The B system received 13,638 carriers.

The C system received 6,408 carriers.

During the month of May 1963, 185 requests for service were received by the Carrier Maintenance Section. Clips enabling the carrier to be set on positive lock were installed on approximately 250 carriers. All of the carriers now in use have been modified to enable them to be placed on positive lock. Eleven blocked lines were cleared during the month of May 1963.

~~SECRET~~GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

SUBJECT: Monthly Activity Report - Mail and Courier Branch

2. OTHER ITEMS OF INTEREST

a. Transfer and Resignation of Mail and Courier Branch Employees.

25X1A9a

During the month of May 1963, two employees of the Mail and Courier Branch were reassigned to other components of the Agency. [REDACTED] secretary to the Chief, Mail and Courier Branch, resigned to join her husband at a [REDACTED]

25X1A

b. New Employees assigned to Mail and Courier Branch.

Three new couriers were assigned to the Mail and Courier Branch during the month of May.

c. Installation of Fluoroscope Machine in R and S Building.

There has been no change in the status of the Fluoroscope Machine in 1231 R and S Building. TSD is performing radiation tests as of this date to determine the amount of radiation that this machine produces when in operation. No results have been forwarded to this Office as of 31 May 1963.



25X1A9a

Distribution:

- ✓ Orig. & 1 - Addressee
- 1 - LSD (Official)
- 1 - M&CB File
- 1 - CMS File

25X1A9a

OL/LSD/M&CB/[REDACTED] (3 June 63)

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 29 May 1963

FROM : Chief, Passenger Vehicle Branch

SUBJECT: Monthly Activity Report - May 1963

## 1. Personnel Actions:

25X1A9a

[REDACTED]  
His badge, CIA Driving Permit and uniforms have been returned to the proper office. The remaining details of termination are being handled by the Office of Personnel.

25X1A

## 2. Charter Busses:

[REDACTED]

## 3. Commercial Busses:

25X1A

25X1A

25X1A

This office was notified by an attorney for the [REDACTED] that the Department of the Interior had filed a legal complaint against the bus company for operating busses on the George Washington Memorial Parkway. It developed that a copy of the complaint, and a letter explaining the complaint and its consequences for commuters to the Headquarters building, was sent to OGC, attention [REDACTED]

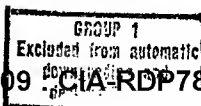
25X1A

## 4. Special Busses:

[REDACTED]

## 5. Special Cars:

There were no requests for a full time chauffeur and sedan for VIP's during this month.

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SUBJECT: Monthly Activity Report - May 1963

6. Attached herewith is a statistical report on the Bus and Pool Operations which show a decrease of 96 bus passengers and an increase of 97 car passengers. In percentages this is a 0.5% decrease in the bus operation and a 6.6% increase in the pool operation.



25X1A9a

Distribution:

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- 1 - LSD (Official)
- 1 - PVB/LSD

25X1A9a

OL/LSD/PVB [REDACTED] (29 May 63)

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